

## Request for Ordering Official Authority

Please read the instructions on the reverse before completing Items 3, 8 and 9. Complete Part 1 and *send copies 1-4* to Division of Procurement, 31/3B59. Keep the last copy,

### Part 1 - ICD Request

#### POLICY

- The designee shall not perform the functions of an ordering official until this form has been submitted and approved.
- The designee must have knowledge of Federal acquisition regulations, policies, and procedures.
- The designee must be in a purchasing or administrative series.
- This requesting official (ICD directors, executive officers, NCI principal

- administrative officers, or their deputies) is responsible for ensuring that the designee receives proper training and complies with the procedures and instructions established by the Division of Procurement.
- If requesting a new ordering official position that was not previously approved, submit a justification and backup workload statistics.
  - This form must be submitted to cancel ordering official authority of individuals who are reassigned, transferred, or terminate employment.

1. Name of Designee (Last, first, initial)		2. Title		3. Delpro I.D.
4. Series and Grade	5. ICD	6. Bldg./Room	7. Phone No.	8. Node <input type="checkbox"/> Primary <input type="checkbox"/> Backup

#### 9. Action Requested (see definitions on reverse)

<input type="checkbox"/> Grant new authority:	<input type="checkbox"/> This employee replaces: _____ (Give replaced employee's name)	<input type="checkbox"/> Cancel authority
	<input type="checkbox"/> This employee fills a new position.	

#### 10. ORDERING OFFICIAL AUTHORITY REQUESTED (Limitations according to Division of Procurement policy for ordering officials.)

10a. DELPRO Ordering Office <input type="checkbox"/> Professional/Consultant Services (S) <input type="checkbox"/> Records of Call (N) <input type="checkbox"/> Reprints (without covers) (K)		<input type="checkbox"/> Scientific Repair Orders (R) <input type="checkbox"/> Telephone Charge Orders (T)		10b. Decentralized Purchasing Office <input type="checkbox"/> Delegated FSS Delivery Orders <input type="checkbox"/> Delegated Open Market Purchase Orders	
11. Training <input type="checkbox"/> Completed Making Small Purchase Decisions at NIH <input type="checkbox"/> Completed Data Entry for Delegated Procurement (DELPRO)		Date Completed _____		12. Comments	
13. Signature of Designee		14. Date			
15. Signature of Requesting Official		16. Typed Name of Requesting Official		17. Date	

### Part 2 - Delegation of Cancellation of Authority (For Division of Procurement use only)

The delegation requested above is hereby ☐ **granted** or ☐ canceled, subject to the regulations, policies, and procedures cited below.

#### 1. ORDERING OFFICIAL AUTHORITY GRANTED

1a. DELPRO Ordering Office <input type="checkbox"/> Professional/Consultant Services (S) <input type="checkbox"/> Records of Call (N) <input type="checkbox"/> Reprints (without covers) (K)		<input type="checkbox"/> Scientific Repair Orders (R) <input type="checkbox"/> Telephone Charge Orders (T)		1b. Decentralized Purchasing Office <input type="checkbox"/> Delegated FSS Delivery Orders <input type="checkbox"/> Delegated Open Market Purchase Orders	
2. <input type="checkbox"/> Authority is granted for this ICD node. <input type="checkbox"/> Interim authority is granted for this ICD node until _____ Resubmit request upon completion of required training prior to expiration.					
3. Regulations, Policies, and Procedures a. Orders must be placed in accordance with established NIH ordering procedures and dollar limitations. b. Acquisitions are governed by FAR Part 13 (Small Purchases), Part 38 (Federal Supply Schedules), and HHSAR, Part 313. c. The authorities herein supersede all ordering official authorities previously granted to this individual. d. The authorities herein shall not be redelegated.					
4. Comments					

5. Approved By (Signature)	6. Title	7. Date
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**Instructions for  
Form NIH 2604-1**

**Part 1 - ICD Request**

1. The ICD requesting office completes all of Part 1.
2. Please type or legibly print.
3. **Item 3 - Delpro ID:**  
Three-letter ID assigned by DCRT to each DELPRO user. If unknown, contact Delegated Procurement Branch, 496-5214.
4. **Item 8 - Node:**  
Two-letter code, appearing in the second and third position of all RQMs and DELPRO order numbers which identifies the approving official responsible for a specific ordering activity. If unknown, contact Delegated Procurement Branch, 496-5214. Indicate if the DELPRO user is the primary ordering official or the backup. Should the user be a primary or backup on other nodes, attach appropriate information on a separate piece of paper.
5. **Item 9 - Action Requested:**  
  
**New authority:** Use for new hires and transfers between ICDs. Indicate whether the person is replacing another person. When an employee leaves and is replaced, you will need to prepare a separate form for that person to *cancel* his/her authority. If the ordering official is filling a new position not previously approved, a separate justification must be submitted along with workload statistics and other information to warrant an increase in the ICD's approved level of ordering officials.  
  
**Cancel authority:** Use for employees who are reassigned to non-procurement duties, are transferred to another ICD, or terminate employment.

**Part 2 - Delegation or Cancellation of Authority (For Division of Procurement use only)**

1. Part 2 is for Division of Procurement (DP) use only.
2. After processing, DP will distribute copies of this form as follows:  
  

White	--	Designee
Green	--	Division of Procurement
Canary	--	Requesting Official
Pink	--	DCRT
(Gold)	--	Requesting office keeps this copy)